**St. Maria Goretti parents’ handbook**

1. **Admission**

Admission into St. Maria Goretti Kindergarten is as follows; the parent or guardian visits the school and expresses an interest in their child joining our school. The school administrator then gives the overview of the school, shares the fee structure.

The parent/guardian is then requested to book an assessment for the learner and once the assessment is completed, the teacher discusses the assessment results with the parent/guardian once the go ahead is given by the teacher for admission then the school administrator gives the requirements for admission.

Below are the requirements for admission;

1. Payment of admission fee of KES 5,000/-(Non refundable)
2. The parent/guardian is then give the admission form to fill, giving the following information (full names of the child, mother and father, occupation of the parent/guardian, contact details, medical history and other special needs of the child, nationality and place of residence)
3. A copy of the birth certificate
4. A copy of the child’s immunization card
5. Copies of the parents’ Identification Cards (IDs)
6. Passport size photo of the child

To finalize your child's admission and secure their spot in our school, the school administrator ensures all required documentation is received and advises parents to purchase the uniform. Please be aware that the admission fee is transferable for only one term. After this period, if the child has not commenced attending, the admission will be cancelled, and the spot will be offered to another child unless the parents provide a valid reason for the delay and make a financial commitment to hold the place for an additional term, which will be the final opportunity to secure the spot.

Learners who join St. Maria Goretti Kindergarten from another school will be given a school reference form for them to have their former school fill in. This form is MANDATORY and must be filled and sent back physically or via email to stmariagorettik@gmail.com

The school is unable to cater for special diets and thus advises the parents of any child with special requirements to bring their own lunch.

**Sibling Discounts**

We offer discounts to siblings in school. The younger sibling receives 10% off on fees per term, if they are twins each one of them is offered 10% discount on fees.

For more than 3 siblings, the 2nd sibling receives 10% while the third sibling receives 15% any additional sibling receives 30% off fees.

1. **St. Maria Goretti Kindergarten Ethos**

St. Maria Goretti Kindergarten is a Christian school with a bias to the catholic principles and values. The school founders were inspired by their Late Mum Goretti Wanjiku Kamau. Every corner of St. Maria Goretti Kindergarten resonates with the gentle spirit of our beloved mother, whose memory we honor with every lesson taught and every learner nurtured. Her passion for education and unwavering dedication to fostering kindness and empathy inspired the creation of this sanctuary for young minds. Within these walls, her legacy lives on, a beacon of love and guidance for all who enter. Each day, as we witness the laughter and curiosity of our learners, we are reminded of her boundless love and the impact she had on countless lives. Though she may no longer walk among us, her presence is palpable in the vibrant energy of our learning environment. St. Maria Goretti Kindergarten stands as a testament to her enduring spirit—a living tribute to her legacy of love, compassion, wisdom, and devotion to the journey of learning and Christian living.

Our values, which are inspired by our Late Mother Goretti Wanjiku and that of our patron St. Maria Goretti are: Love, Purity, Forgiveness, Hardwork, Diligence, Integrity and Humility. These values define who we are at St. Maria Goretti, we learn how to live these values through our weekly doctrinal classes which are managed by our senior staff members and on a termly basis which is run by one of our board members an Opus Dei Numerary and our staff practice them and inculcate these values in our learners.

The parents’ participation in the school is of paramount importance to St Maria Goretti Kindergarten. Therefore, parents are encouraged to cooperate in the activities of the school e.g. Seminars, parenting courses, parents’ teachers’ conferences (PTC) and annual goals briefings etc.

Our mission as a school is to create a serene centre for learning using the holistic approach of child development resulting in a learner who is prepared academically, spiritually, culturally, emotionally and physically. We run parenting courses and seminars once a year which are compulsory for both parents to attend, these parenting seminars and courses are pivotal to attaining this mission.

Another aspect of our culture is the provision of classes for the Nannies’ once a year. We believe that teaching only the parents and children is not sufficient to achieve our holistic approach of child development. The principles and morals must also be reinforced at home with the help of the nannies working together as a team with the parents and the school.

1. **School Hours and Holidays**

The office working hours are 8am to 5pm from Monday to Friday and from 9am-3pm on Saturdays. The office is closed on public holidays.

The following school hours apply:

Monday – **Thursday: 8:30am -3:00pm**

Friday: **8:30am-1pm (Half Day)**

No learners should leave the school compound during the school hours without the permission of the Head Teacher.

The school has a teacher on duty from 7.30 am. There will also be a teacher from 3.00 pm to 5.00 pm. The school therefore requests parents/guardians to keep to the stated hours to minimize the child’s exhaustion. It is highly advised that parents ensure that their child is picked up in the stipulated times since no staff member will be on duty after 5 pm.

Midterm and school holidays dates are indicated in the school calendar, kindly familiarize yourself with these dates.

Our learners can celebrate their birthdays in school by sharing their birthday cake with their classmates. If you would like to bring a birthday cake to celebrate your child’s birthday in school kindly bring the cake to school before 10AM. The birthday cake **SHOULD NOT BE ACCOMPANIED BY ANY OTHER SNACKS.**

**4. Communication Channels**

**4.1 Diary**

We use the diary to communicate the day to day happenings in school in regards to your child; what they have learnt (Lily & Daisy) or homework (Lotus & Iris), any unexpected accidents, health updates if the child has been unwell, any upcoming events etc.

Parents are requested to communicate through the diary or call the school to inform us how the child will go home if parents/the persons introduced to the school are not able to pick the child from school. No child will be allowed to leave the school compound unless the person picking the child is well known to the school administration.

The school requests that your child’s driver is formally introduced beforehand to the school to ensure the safety of the child.

If you would like to collect your child before the school day is concluded at 3.00 pm kindly notify the child’s class teacher via the school diary or call the office to notify the School Administrator and/or Head Teacher.

Parents should book appointment with the teacher through the diary. The appointment time should be between 3pm-5pm.

We would appreciate if parents could refrain from sending disrespectful messages through the diary and instead call the office to raise any complaints or unresolved issues.

**4.2 Whatsapp**

We use whatsapp to share learners’ assessments on an individual bases and this is usually communicated by the Head Teacher.

We have created WhatsApp groups where we share the following information; Annual Calendar, reminders to upcoming events, public holidays, end of term/year bulletins, transport delays etc

We have created the following groups;

1. **Daisy & Lily(Admin only rights)**
2. **Lotus(Admin only rights)**
3. **Iris(this is open for parents to comment)**
4. **Bus**
5. **Van -KDM**
6. **Van - KDJ**

Kindly request the school administrator to add you to the group that is relevant to you.

**4.3 Medulla Shelf**

Medulla shelf is the system we use to send invoices and receipts to all our parents. The invoices and receipts are sent as text messages and to your email address. Kindly share your current email address and mobile number with the school administrator.

**5. Uniform**

We humbly request that you purchase the uniform from school as our uniform is competitively priced. This will enable us maintain uniformity and good quality uniform and learners will not feel out of place when they notice their uniform is different from others.

Unform, any packed change of clothes, blankets, bottles, bags, shoes, crocs should be clearly marked with the child’s name to avoid any confusion. If a learner has soiled their school uniform, the class teacher will ensure that the child is changed and given a change of clothes temporarily as his/her clothes are cleaned and dried. Please ensure that you pack a change of clothes especially for the Lily and Daisy classes.

**6. Emergencies/Accidents**

Every care will be taken at all times to ensure the safety of each and every learner. However, should an accident or a sudden illness occur, the school will take the said child to Plainsview hospital or Juja Road Hospital- Ruiru , the parents will be informed as soon as it happens. The school will not be liable for the cost.